

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 11 June 1957

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FROM : Chief, Administrative Training

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SUBJECT: Weekly Report No. 24, 4 - 11 June 1957

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1. [] is spending three days at [] this week working with the students on Finance Problems in Operations.

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2. [] participated in the Dependents' Briefing.

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4. The three organization lectures given by [] in Administrative Procedures (National Security Council, Organization of the DD/S, and Organization of the DD/I) are now being covered by []

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5. A statement covering "Budget and Finance Procedures" training has been prepared for inclusion in the OTR Catalog. It is expected that the notice will appear in the OTR Bulletin to be issued next week.

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6. [] has reviewed the coverage on files and record keeping given by Administrative Training. He will audit our coverage for [] information. If possible, copies of outlines and lectures will be brought up to date during the break and made available to [] for comments and suggestions.

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